



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

### California State Office

2800 Cottage Way, Suite W1834

Sacramento, California 95825

[www.ca.blm.gov](http://www.ca.blm.gov)



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EMS TRANSMISSION: 10/05/00

Instruction Memorandum No. CA-2001-002

Expires: 09/30/2002

To: All Managers

From: State Director

Subject: Close out of FY 2000 Employee Performance Plans  
Results Report (EPPR)

**DD: 11/30/00**

**DD: 12/15/00**

The performance appraisal cycle for FY 2000 ended on September 30, 2000. Please ensure all of your employees have the correct Employee Performance Plan and Results Report, DI-2002, revised December 1997. All summary ratings must be completed no later than **November 30, 2000**. The original Form DI-2002 must be in the Human Resource Services office no later than **December 15, 2000** (Attention: La Von McClure). Be sure you provide a copy of the summary rating to the employee.

Because it is Departmental policy to identify one to five critical results within 60 days after the beginning of a new rating period it is a good practice to set the FY 2001 Critical Results (initiation discussion) at the same time you are giving the final rating for FY 2000. You are encouraged to use the attached form as a medium for targeted discussions relative to employee development and training. Once again, the supervisor should maintain the original rating form and provide a copy to the employee.

For those of you planning on giving a Quality Step Increase (QSI), remember this is the only award directly linked to the employees rating of record. A QSI is a pay increase that proceeds faster than normal progression through the steps for permanent General Schedule employees. To be eligible for a QSI, the employee must achieve all critical results in their Employee Performance Plan for the current rating period and display exceptional performance that is expected to continue. A QSI should be granted in a timely manner following receipt of that rating. Only one QSI may be granted in a 52-week period.

Employees who are at step 10 of the General Schedule for their grade are ineligible to receive a QSI.

Further, any employee anticipated to be appointed for 120 days or more (e.g., fire seasonals, other seasonals, temporaries or term) must be provided a performance plan.

If you have any questions regarding summary ratings, please contact Angie Dailly, Human Resource Services Branch at (916) 978-4462.

**Signed**  
**Mike Pool**  
**State Director**

Authenticated  
Liza Raymundo  
Records Management

1 - Attachment  
Employee Development and Training Review (1pp)

Attachment A

**EMPLOYEE DEVELOPMENT AND TRAINING REVIEW**

SUGGESTED FORMAT:

- I. Areas for Further Development** - identify at least one or two areas where growth/or further development is desired to enhance performance in the Bureau:

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- II. Career Aspirations** - identify short and long term career goals:

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- III. Training Needs** - identify areas of training necessary to accomplish (or be successful) in current job:

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- IV. Individual Support** - As your supervisor, how can I support you or your program more effectively?